

## FEDERALLY-FUNDED SUBAWARD AND FUNDING ASSISTANCE AGREEMENT

The following information is provided pursuant to 2 C.F.R. §200.331(a)(1):

Name of sub-recipient: **Florida Gulf Coast University Board of Trustees**

SAM Organization Identifier: **ENCFMNC3PT1**

ARPA Project Unique identifier: **ARPA-NE027A2**

Federal Award Identification Number: **SLT-2390**

Federal Award Date: **June 14, 2021 (first payment/tranche received)**

Subaward Period of Performance: Start Date: **January 1, 2022**

Subaward Period of Performance: End Date: **December 31, 2024**

Total Amount Obligated by this Action: **\$1,000,000**

Total Federal Obligation by Lee County to Sub-recipient: (including this obligation) **\$1,000,000**

Total Federal Award Commitments by Lee County to Sub-recipient: **\$1,000,000**

Award is R&D: **NO**

Federal Award Program Description: On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law by the President. Section 9901 of ARPA amended Title VI of the Social Security Act (the Act) to add section 602, which establishes the Coronavirus State Fiscal Recovery Fund, and section 603, which establishes the Coronavirus Local Fiscal Recovery Fund (together, the Fiscal Recovery Funds). The Fiscal Recovery Funds are intended to provide support to state, local, and tribal governments (together, recipients) in responding to the impact of COVID-19 and in their efforts to contain COVID-19 on their communities, residents, and businesses. The Fiscal Recovery Funds build on and expand the support provided to these governments over the last year, including through the Coronavirus Relief Fund (C.R.F.).

The American Rescue Plan will deliver \$350 billion for state, local, territorial, and tribal governments to respond to the COVID-19 emergency and restore jobs. The Coronavirus State and Local Fiscal Recovery Funds provide a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery. Recipients may use Coronavirus State and Local Fiscal Recovery Funds to:

- Support public health expenditures by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
- Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
- Replace lost public sector revenue by using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
- Provide premium pay for essential workers by offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
- Invest in water, sewer, and broadband infrastructure by making necessary investments to improve access to clean drinking water, to support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Federal awarding agency: **U.S. Department of Treasury**

Pass-through entity: **Lee County, FL**

CFDA number: **21.027**

CFDA name: **Coronavirus State and Local Fiscal Recovery Funds (CSLFRF)**

R&D designation: **Non R&D**

Should you have any question about this sub-award, please contact: **Glen Salyer, Assistant County Manager at 239-533-2221**

As required by Federal Regulations and the terms and conditions of this award, the applicant agrees to complete and sign this document to ensure that they are eligible for any future COVID-19 funding from Lee County. This also includes that the Sub recipient agrees to report any fraud, waste or abuse of these funds to Lee County Administration.

**SUBRECIPIENT CONTRACT BETWEEN  
THE LEE BOARD OF COUNTY COMMISSIONERS  
AND FLORIDA GULF COAST UNIVERISTY**

THIS AGREEMENT is entered into by Lee County, a charter county and political subdivision of the State of Florida, herein referred to as COUNTY and **FLORIDA GULF COAST UNIVERSITY BOARD OF TRUSTEES** whose address is **10501 FGCU Blvd South, Fort Myers, Florida, 33965-6565** herein referred to as SUBRECIPIENT.

RECITALS

WHEREAS, Lee County is a body corporate and politic established under the Florida Constitution and the Laws of Florida, and is authorized to, among other things, accept and administer grants from State and Federal authorities to enhance the quality of life in Lee County; and

WHEREAS, Congress passed the American Rescue Plan Act (ARPA) on March 10, 2021 and President Biden signed the American Rescue Plan Act into law on March 11, 2021; and

WHEREAS, the American Rescue Plan Act, in part, amends the Social Security Act (42 U.S.C. 601) by establishing the Fund in the amount of \$350 billion dollars for payments to States, Tribal governments and units of local government based on their populations.

WHEREAS, Lee County accepted American Rescue Plan Act funding from the United States Department of the Treasury; and

WHEREAS, this Agreement is consistent with American Rescue Plan Act guidelines to respond to the public health emergency or its negative economic impacts; and

WHEREAS, the SUBRECIPIENT requests and the COUNTY agrees, to provide funding to the SUBRECIPIENT for eligible expenditures under the American Rescue Plan Act, specifically pursuant to the terms and conditions specified herein relating to COVID-19; and

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representations contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

Section 1. Recitals

The foregoing recitals are true and correct and form a material part of this Agreement upon which the Parties relied.

Section 2. Term

This Agreement is effective on \_\_\_\_\_ and ends on December 31, 2024 unless terminated earlier in accordance with this Agreement.

The Subaward Period of Performance is from January 1, 2022 and ends on December 31, 2024.

The Subaward Budget Period is from January 1, 2022 and ends on December 31, 2024.

### Section 3. American Rescue Plan Act Funding

- a) The American Rescue Plan (ARP) Act, Section 603(c)(1) of the Social Security Act, established the \$350 billion Coronavirus State and Local Fiscal Recovery Funds. The United States Department of Treasury made payments from the Fund to States and eligible units of local government. The American Rescue Plan Act requires that payments from the Coronavirus State and Local Fiscal Recovery Fund (CSLFRF) only be used to cover expenses that: (a) To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality; (b) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers; (c) For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and (d) To make necessary investments in water, sewer, or broadband infrastructure.
- b) For the purposes this Agreement, the COUNTY serves as the pass-through entity for a Federal award and the SUBRECIPIENT serves as the recipient of a sub award. This Agreement is entered into based on the following representations:
1. The SUBRECIPIENT represents that it is fully qualified and eligible to receive these grant funds per the funding requirements.
  2. The COUNTY received these funds from the Federal government, and the COUNTY has the authority to sub grant these funds to the SUBRECIPIENT upon the terms and conditions outlined below.
  3. The COUNTY has authority to disburse the funds under this Agreement.

The COUNTY agrees to provide financial assistance to the SUBRECIPIENT in an amount not-to-exceed \$ **1,000,000**. The SUBRECIPIENT must use this financial assistance for expenses eligible under 603(c)(1) of the Social Security Act, specifically the Coronavirus State and Local Fiscal Recovery Fund (CSLFRF) to mitigate financial hardships incurred because of COVID-19 during the Term. These funds must be spent in accordance with the guidance on the United States Treasury's website <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>. SUBRECIPIENTS are responsible for ensuring that any procurement using CSLFRF funds, or payments under procurement contracts using such funds are consistent with the procurement standards set forth in the Uniform Guidance at 2 CFR 200.317 through 2 CFR 200.327, and Appendix II to Part 200, as applicable.

- c) SUBRECIPIENT is required to review the United States Treasury's website for updates to ensure compliance with the most updated CSLFRF guidance.
- d) For each SUBRECIPIENT, the COUNTY will assess the risk to successfully fulfilling the project objective pertaining to this agreement. The results of subrecipient risk assessments will have an effect on the frequency and level of scrutiny during the monitoring process and may result in additional requirements being imposed on the SUBRECIPIENT.
- e) The SUBRECIPIENT must comply with 2 CFR 200 for accounting standards and cost principles.
- f) The SUBRECIPIENT must comply with COUNTY rules and 2 CFR 200 for conflicts of interest.

- g) The SUBRECIPIENT shall be responsible for indirect cost associated with this grant.
- h) SUBRECIPIENT acknowledges that it has read, understands, will be bound by and agrees to have carried out, shall carry out, or cause to be carried out the terms, conditions, and services as described in the agreement attachments, including:
1. ATTACHMENT A: PROJECT DETAILS – Overview (Need and Response), eligible activities.
  2. ATTACHMENT B: SCOPE OF WORK – Description of the SUBRECIPIENT’s and the COUNTY’s task, deliverables, timelines, and milestones. Additional United States Treasury scope requirements may be identify and required after the execution of this agreement.
  3. ATTACHMENT C: PROJECT BUDGET – Summary of the project’s annual budget by expense category and budget justification by category.
  4. ATTACHMENT D: REPORTING REQUIREMENTS – Description of the reporting requirements. Additional United States Treasury reporting requirements may be identify and required after the execution of this agreement.
  5. ATTACHMENT E: EQUITY-BASED REQUIREMENT – Description of the project’s equitable design and implementation by addressing the program’s equity goals, awareness, access and distribution, and outcomes.
  6. ATTACHMENT F: EVIDENCE-BASED REQUIREMENT – Description of the supporting evidence or evidence-producing strategy related the project selection, design, and implementation.
  7. ATTACHMENT G: PAYMENT DRAWDOWN REQUEST
  8. Award Payment:
    - a. SUBRECIPIENT agrees to the ATTACHMENT G: PAYMENT DRAWDOWN SCHEDULE - All payments made under this Agreement shall be on an advance payment basis. These monies are from CFDA 21.027. The initial payment shall be made according to the payment schedule. Thereafter, payments will be made according to the schedule and request of payment, based on the anticipated grant Subawards to grant candidates.
    - b. Requests for payment must include a certification, signed by an official who is authorized to legally bind the SUBRECIPIENT, which reads as follows:

By signing this request, I certify to the best of my knowledge and belief that the request is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the agreement. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S.

- c. The COUNTY shall verify all documentation received prior to expending Funds under this Agreement and may request additional documentation, if needed. Payments will be made for expenditures that are eligible under the CSLFRF. The COUNTY retains the right to deny any requests for Funds under this Agreement if in the COUNTY'S sole discretion the request is not for and documentation does not substantiate an eligible expenditure. However, the COUNTY'S provisional determination that an expenditure is eligible does not relieve the SUBRECIPIENT of its duty to repay the COUNTY for any expenditures that are later determined by the COUNTY or the Federal government to be ineligible.
- d. COUNTY shall not be liable to any vendor, supplier or subcontractor for any expenses or liabilities incurred in connection with any Project and SUBRECIPIENT shall be solely liable for such expenses and liabilities.
- e. SUBRECIPIENT acknowledges that the COUNTY intends to award a portion of the CSLFRF funding to SUBRECIPIENT, and further acknowledges that the CSLFRF funding may be utilized only for the uses authorized by American Rescue Plan Act. Accordingly, SUBRECIPIENT covenants that the use of the CSLFRF funding by SUBRECIPIENT pursuant to this Agreement is limited to only those uses for which the CSLFRF funding may be utilized under American Rescue Plan Act.
- f. SUBRECIPIENT will retain any equipment purchased with CSLFRF funding through December 31, 2026.

#### Section 4. Enforcement

SUBRECIPIENT certifies that the information provided is complete, accurate, and current demonstrating SUBRECIPIENT'S eligibility to receive the Funds. SUBRECIPIENT is liable for recapture of Funds if any representation made in the reimbursement requests, payment requests, reporting or supporting documentation is at any time false or misleading in any respect, or if SUBRECIPIENT is found in non-compliance with laws, rules or regulations governing the use of the Funds provided pursuant to this Agreement. The provisions of this Section 4 shall survive the termination of this Agreement.

#### Section 5. Recapture of Expenses

- A. Any funds that are not expended as authorized under this Agreement must be refunded to the COUNTY within fourteen (14) days of receipt of written notice provided by the COUNTY.
- B. Any funds that are not expended within the anticipated timeframe under this Agreement are subject to recapture. If requested, a refunded to the COUNTY must be made within fourteen (14) days of receipt of written notice for a refund provided by the COUNTY.
- C. The COUNTY'S determination that an expenditure is eligible does not relieve the SUBRECIPIENT of its duty to repay the COUNTY in full for any expenditures that are later determined by the COUNTY or the Federal Government, in each of its sole discretion, to be ineligible expenditures or the discovery of a duplication of benefits.
- D. If requested by the COUNTY, all refunds, return of improper payments, or repayments due to the COUNTY under this Agreement are to be made payable to Lee County and mailed directly to the COUNTY pursuant to Section 18 Notice and this Agreement.

- E. The SUBRECIPIENT has responsibility for identifying and recovering grant funds that were expended in error, disallowed, or unused. The SUBRECIPIENT will also report all suspected fraud to the county.

#### Section 6. Maintenance and Review of Records

SUBRECIPIENT shall maintain all records and accounts, including property, personnel and financial records, contractual agreements, memoranda of understanding, subcontracts, proof of insurance, and any other records related to or resulting from the Agreement to assure a proper accounting and monitoring of all funds awarded and shall maintain all accounts pertaining to such services, including, but not limited to, property, personnel and financial records, and supporting documentation, and any additional records required as a result of or associated with the utilization of the CSLFRF funding as outlined in the United States Treasury Compliance and Reporting Guidance, State and Local Fiscal Recovery Funds, or as maybe amended, which, among other things, shall enable ready identification of SUBRECIPIENT'S cost of goods and use of funds. If any litigation, claim, negotiation, audit, monitoring, inspection or other action has been started before the expiration of the required record retention period, records must be retained until completion of the action and resolution of all issues that arise from it, or the end of the required period, whichever is later.

With respect to all matters covered by this Agreement, records will be made available for examination, audit, inspection or copying purposes at any time during normal business hours and as often as COUNTY may require. SUBRECIPIENT will permit same to be examined and excerpts or transcriptions made or duplicated from such records, and audits made of all contracts, invoices, materials, records of personnel and of employment and other data relating to all matters covered by this Agreement.

The SUBRECIPIENT must maintain records and financial documents in compliance with all standards in the ARPA CSLFRF guidance and 2 CFR 200. Generally, records and financial documents must be maintained for five years after all funds have been expended or returned. The COUNTY or Treasury may request transfer of records of long-term value at the end of such period. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.

SUBRECIPIENT must agree to provide or make available such records to the COUNTY upon request, to Treasury upon request, and to the Government Accountability Office ("GAO"), Treasury's Office of Inspector General ("OIG"), and their authorized representative in order to conduct audits or other investigations.

The COUNTY may access the SUBRECIPIENT records and financial statements as necessary to conduct monitoring activities.

#### Section 7. Monitoring

The SUBRECIPIENT agrees to permit persons duly authorized by the COUNTY, the Federal or State grantor agency (if applicable) or any representatives to inspect all records, papers, documents, facility's goods and services of the SUBRECIPIENT and/or interview any clients and employees of the SUBRECIPIENT to be assured of satisfactory performance of the terms and conditions of this contract to the extent permitted by the law after giving the SUBRECIPIENT reasonable notice. The monitoring is a limited scope review of the contract and agency management and does not relieve the SUBRECIPIENT of its obligation to manage the grant in accordance with applicable rules and sound management practices.

Following such monitoring, the COUNTY will deliver to the SUBRECIPIENT a written report regarding the manner in which services are being provided. The SUBRECIPIENT will rectify all noted deficiencies within the specified period of time indicated in the monitoring report or provide the COUNTY

with a reasonable and acceptable justification for not correcting the noted shortcomings. The SUBRECIPIENT S failure to correct or justify the deficiencies within the time specified by the COUNTY may result in the withholding of payments, being deemed in breach or default, or termination of this contract.

#### Section 8. Audits

A. The COUNTY may perform an audit of the records of the SUBRECIPIENT at any time during the Term of this Agreement and after final disbursements have been made, even if the Agreement has expired or terminated. Audits may be performed at a time mutually agreeable to the SUBRECIPIENT and the COUNTY. When conducting an audit of the SUBRECIPIENT’S performance under this Agreement, the COUNTY must use Generally Accepted Government Auditing Standards (“GAGAS”). As defined by 2 C.F.R. §200.50, GAGAS, also known as the Yellow Book, means generally accepted government auditing standards issued by the Comptroller General of the United States, which are applicable to financial audits.

B. If an audit shows that all or any portion of the Funds disbursed were not spent in accordance with the conditions of and strict compliance with this Agreement, the SUBRECIPIENT will be held liable for reimbursement to the COUNTY of all Funds not spent in accordance with these applicable regulations and this Agreement, within fourteen (14) days after the COUNTY has notified the SUBRECIPIENT of such non-compliance.

C. If the COUNTY elects to have the SUBRECIPIENT perform an audit, the SUBRECIPIENT must have all audits completed by an independent auditor, which is defined in § 215.97(2)(i), Florida Statutes, as “an independent certified public accountant licensed under chapter 473.” The independent auditor must state that the audit complied with the applicable provisions noted above. The audits must be received by the COUNTY no later than six (6) months from the end of the SUBRECIPIENT’S fiscal year.

D. The SUBRECIPIENT must send copies of reporting packages required under this paragraph directly to the COUNTY in accordance with Section 18 Notice.

E. Single Audit Requirements. SUBRECIPIENTS, that expend more than \$750,000 in Federal awards during their fiscal year will be subject to an audit under the Single Audit Act and its implementing regulation at 2 C.F.R. Part 200, Subpart F regarding audit requirements.

#### Section 9. Closeout

SUBRECIPIENT will comply will all closeout procedures of the awards, to include full compliance with the agreement terms and conditions, ARPA, CSLFRF rule and guidance, and 2 CFR 200. Key tasks will be closeout communications, confirmation for maintenance of records and financial documents, receipt of all final reimbursement requests or payment requests, receipt of all financial reports and performance reports, fulfillment of any requests to reconcile reports and payment requests. The retention period per CSLFRF compliance and reporting is 5 years.

#### Section 10. Indemnification

To the extent permitted by Florida law without waiving applicable immunities, SUBRECIPIENT agrees to indemnify, hold harmless, and defend COUNTY from and against any and all liabilities, losses, claims, damages, demands, expenses or actions, either at law or in equity, , that may hereafter at any time be made or brought by anyone on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred, in whole or in part, as a result of any negligent, wrongful, or intentional act or omission, or based on any act of fraud or defalcation or breach of any provision or covenant of



this Agreement or applicable law by the SUBRECIPIENT, its agents, subcontractors, assigns, heirs, and employees resulting from or arising under this Agreement.

SUBRECIPIENT and COUNTY further agree that nothing contained herein shall be construed or interpreted as (1) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (2) the consent of the University or the State of Florida or their agents and agencies to be sued; or (3) a waiver of sovereign immunity of the University or of the State of Florida beyond the waiver provided in section 768.28, Florida Statutes.

The provisions of this Section 11 shall survive the termination of this Agreement.

#### Section 11. Termination

This Agreement may be terminated by the SUBRECIPIENT or the COUNTY at any time, with Cause or without Cause, upon not less than thirty (30) days prior written notice delivered to the SUBRECIPIENT as provided for in this Agreement or, at the option of COUNTY, immediately in the event that SUBRECIPIENT fails to fulfill any of the terms, understandings, or covenants of this Agreement. COUNTY will not be obligated to pay for costs incurred by SUBRECIPIENT after SUBRECIPIENT has received notice of termination. When an award is terminated, or partially terminated, the SUBRECIPIENT is still responsible for compliance with 2 CFR 200.

#### Section 12. Remedies

The COUNTY may exercise any other rights or remedies, which may be available under law. If the COUNTY waives any right or remedy in this Agreement or fails to insist on strict performance by the SUBRECIPIENT, it will not affect, extend or waive any other right or remedy of the COUNTY, or affect the later exercise of the same right or remedy by the COUNTY for any other default by the SUBRECIPIENT.

#### Section 13. Equal Opportunity; Non-Discrimination

SUBRECIPIENT shall comply with the requirements of all applicable federal, state and local laws, rules, regulations, ordinances and executive orders prohibiting and/or relating to discrimination, as amended and supplemented. All of the aforementioned laws, rules, regulations, and executive orders are incorporated herein by reference.

#### Section 14. Governing Laws; Venue

This Agreement and terms and conditions shall be governed by the laws, rules, and regulations of the State of Florida, and venue shall be in Lee County, Florida.

#### Section 15. Public Records Law

This Agreement, including attachments, is subject to disclosure under Florida's public records law subject to limited applicable exemptions. SUBRECIPIENT acknowledges, understands, and agrees that, except as noted below, all information in its application and attachments will be disclosed, without any notice to SUBRECIPIENT, if a public records request is made for such information, and the COUNTY will not be liable to SUBRECIPIENT for such disclosure. Social security numbers are collected, maintained

and reported by the COUNTY must comply with IRS 1099 reporting requirements and are exempt from public records pursuant to Florida Statutes §119.071.

If SUBRECIPIENT believes that information in the Agreement, including attachments, contains information that is confidential and exempt from disclosure, SUBRECIPIENT must include a general description of the information and provide reference to the Florida Statute or other law which exempts such designated information from disclosure in the event a public records request is made. The COUNTY does not warrant or guarantee that information designated by SUBRECIPIENT as exempt from disclosure is in fact exempt, and if the COUNTY disagrees, it will make such disclosures in accordance with its sole determination as to the applicable law.

**IF THE SUBRECIPIENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUBRECIPIENT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 239-533-2221, 2115 SECOND STREET, FORT MYERS, FL 33901, <http://www.leegov.com/publicrecords>.**

Section 16. Independent Contractor

SUBRECIPIENT acknowledges that it is acting as an independent contractor and not as an agent, officer or employee of COUNTY. In no event shall any provision of this Agreement make COUNTY liable to any person or entity that contracts with or provides goods or services to SUBRECIPIENT in connection with this Agreement. There is no contractual relationship, either express or implied, between COUNTY or any political subdivision of the State of Florida and any person or entity supplying any work, labor, services, goods or materials to SUBRECIPIENT as a result of this Agreement.

Section 17. Compliance with Applicable Laws

SUBRECIPIENT shall comply with the requirements of all applicable federal, state and local laws and the rules and regulations promulgated thereunder, including, but not limited to, Florida's Public Records Act, Chapter 119, Florida Statutes and specifically including, but not limited to ARPA rules and guidance and 2 CFR 200.

Section 18. Notice

Any notice delivered with respect to this Agreement must be in writing and will be deemed to be delivered (whether or not actually received) when (1) hand delivered to the persons designated below, or (2) when deposited in the United States Mail, postage prepaid, certified mail, return-receipt requested, addressed to the person at the address for the party as set forth below, or such other or to such other person as the Party may have specified by written notice to the other Party delivered according to this section:

As to COUNTY:

Roger Desjarlais  
County Manager  
PO Box 398  
Fort Myers, FL 33902

As to SUBRECIPIENT:

FLORIDA GULF COAST UNIVERSITY BOARD OF TRUSTEES  
Donna Gilmore, Director of Research  
10501 FGCU Blvd South  
Fort Myers, Florida, 33965-6565  
[dgilmore@fgcu.edu](mailto:dgilmore@fgcu.edu)  
239-590-7582

Section 19. Risk Management

A. Hold Harmless and Indemnity Clause

To the fullest extent permitted by applicable law, SUBRECIPIENT shall protect, defend, indemnify, save and hold the COUNTY, the BoCC, its agents, officials, and employees harmless from and against any and all claims, demands, fines, loss or destruction of property, liabilities, damages, for claims based on the negligence, misconduct, or omissions of the SUBRECIPIENT resulting from the SUBRECIPIENT'S work as further described in this contract and its attachments, which may arise in favor of any person or persons resulting from the SUBRECIPIENT'S performance or non-performance of its obligations under this contract except any damages arising out of personal injury or property claims from third parties caused solely by the negligence, omission(s) or willful misconduct of the COUNTY, its officials, commissioners, employees or agents, subject to the limitations as set out in Florida general law, Section 768.28, Florida Statutes, as amended from time to time. Further, SUBRECIPIENT hereby agrees to indemnify the COUNTY for all reasonable expenses and attorney's fees incurred by or imposed upon the COUNTY in connection therewith for any loss, damage, injury, liability or other casualty. SUBRECIPIENT additionally agrees that the COUNTY may employ an attorney of the COUNTY's own selection to appear and defend any such action, on behalf of the COUNTY, at the expense of the SUBRECIPIENT. The SUBRECIPIENT further agrees to pay all reasonable expenses and attorney's fees incurred by the COUNTY in establishing the right to indemnity.

The SUBRECIPIENT further agrees that it is responsible for any and all claims arising from the hiring of individuals relating to activities provided under the contract. All individuals hired are employees of the SUBRECIPIENT and not of the COUNTY.

B. Insurance Requirements

Insurance – Nonprofit SUBRECIPIENTS

The SUBRECIPIENT is a governmental entity as referenced herein, and as a public body corporate, warrants and represents that it is self-funded for liability insurance, with said protection being applicable to officers, employees, servants, and agents while acting within the scope of their employment by SUBRECIPIENT. The SUBRECIPIENT agrees that this insurance requirement shall not relieve or limit SUBRECIPIENT'S liability and that the COUNTY does not in any way represent that the insurance required is sufficient or adequate to protect the SUBRECIPIENT'S interests or liabilities, but are merely minimums. It is the responsibility of the SUBRECIPIENT to insure that all subcontractors comply with the insurance requirements.

Certificate(s) of Insurance *naming Lee Board of County Commissioners as Certificate Holder and additional insured* will be attached to this contract as an exhibit. Name and address for Certificate Holder should be: Lee Board of County Commissioners, P.O. Box 398, Fort Myers, FL 33902. Certificate(s) must be provided for the following coverage's at the time

of contract execution and upon policy renewal. Renewal certificates are due to the COUNTY on or before expiration date.

1. Workers' Compensation– Statutory benefits as defined by Florida Statute 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees. Employers' liability will have minimum limits of:
  - \$100,000 per accident
  - \$500,000 disease limit
  - \$100,000 disease limit per employee
  
2. Commercial General Liability – Coverage shall apply to premises and/or operations, products and/or completed operations, independent contractors, contractual liability, and broad form property damage exposures with minimum limits of:
  - \$500,000 bodily injury per person (B.I.)
  - \$1,000,000 bodily injury per occurrence (B.I.)
  - \$500,000 property damage (PD) or
  - \$1,000,000 combined single limit (C.S.L.) of B.I. and P.D.

The General Liability Policy Certificate shall name "Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials" as "Additional Insured". The SUBRECIPIENT agrees that the coverage granted to the Additional Insured applies on a primary basis, with the Additional Insured's coverage being excess.
  
3. Business Auto Liability – The following Automobile Liability will be required and coverage shall apply to all owned, hired, and non-owned vehicles used with minimum limits of:
  - \$100,000 bodily injury per person (B.I.)
  - \$300,000 bodily injury per occurrence (B.I.)
  - \$100,000 property damage (PD) or
  - \$300,000 combined single limit (C.S.L.) of B.I. and P.D.
  
4. Directors & Officers Liability – Entity coverage to cover claims against the organization directly for wrongful acts with limits not less than \$100,000.
  
5. Fidelity Bonding – Covering all employees who handle the agency's funds. The bond amount must be equivalent to the highest daily cash balance or a minimum amount of \$50,000.

Insurance – Government/Municipality

Documentation of the above coverage requirements are not applicable to government/ municipalities that are self-insured.

#### Section 20. Disclaimer of Third Party Beneficiaries

This Agreement is made for the sole benefit of the Parties of this Agreement and their respective successors and assigns, and is not intended to and will not benefit any third party. No third party will have any rights under this Agreement, because of this Agreement or any right to enforce any provisions of this Agreement.

Section 21.     Dispute Resolution

In the event of a dispute related to any performance or payment obligation arising under this Agreement, the Parties shall exhaust COUNTY administrative dispute resolution procedures prior to filing a lawsuit or otherwise pursuing legal remedies.

In the event that COUNTY administrative dispute resolution procedures are exhausted, either Party to this Agreement may notify the other Party in writing that it wishes to commence formal dispute resolution with respect to any unresolved problem under this Agreement. The Parties agree to submit the dispute to a Florida Certified Circuit Court Civil Mediator for mediation, within sixty (60) days following the date of this notice. In the event that any dispute cannot be resolved by mediation, the dispute may be filed as a civil action in the Circuit Court of the Twentieth Judicial Circuit of Florida, in and for Lee County, Florida, which is the sole venue for any such civil action.

Section 22.     Assignment

This Agreement may not be assigned nor subcontracted in whole or in part without the prior written consent of the COUNTY.

Section 23.     Headings

Article headings have been included in the Agreement solely for the purpose of convenience and shall not affect the interpretation of any of the terms of this Agreement.

Section 24.     Survivability

Any term, condition, covenant or obligation which requires performance by either party subsequent to termination of this Agreement shall remain enforceable against such party subsequent to such termination.

Section 25.     Modifications

This writing embodies the entire agreement and understanding between the parties hereto and there are no other agreements and/or understandings, oral or written, with respect to the subject matter hereof, that are not merged herein and superseded hereby. This Agreement may only be amended or extended by a written instrument executed by the COUNTY and the SUBRECIPIENT expressly for that purpose.

Section 26. Entire Agreement

It is understood and agreed that the entire agreement of the Parties is contained in this Agreement, which supersedes all oral agreements, negotiations, and previous agreements between the Parties relating to the subject matter of this Agreement.

Any alterations, amendments, deletions, or waivers of the provisions of this Agreement will be valid only when expressed in writing and duly signed by the Parties, except as otherwise specifically provided in this Agreement.

IN WITNESS WHEREOF, the SUBRECIPIENT and the COUNTY respectively, have caused this Agreement to be executed by their duly authorized representatives.

**SUBRECIPIENT: FLORIDA GULF COAST UNIVERSITY BOARD OF TRUSTEES**

BY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

James Casey, J.D. Interim Associate Vice President for Research  
Name (print)

ATTEST:  
CLERK OF CIRCUIT COURT

BOARD OF COUNTY COMMISSIONERS  
OF LEE COUNTY, FLORIDA

BY: \_\_\_\_\_

BY: \_\_\_\_\_  
Chair

APPROVED AS TO FORM FOR THE  
RELIANCE OF LEE COUNTY ONLY

\_\_\_\_\_  
County Attorney's Office

## **I. ATTACHMENT A: PROJECT DETAILS – Overview (Need and Response), eligible activities.**

The *Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund Final Rule*, recognizes that the pandemic has generated broad workforce disruption, in the final rule, Treasury is making clear that recipients may provide job training or other enumerated types of assistance to individuals that are currently employed but are seeking to move to a job that provides better opportunities for economic advancement, such as higher wages or more opportunities for career advancement. The economic impact worsens because many within the previously mentioned population suffer higher unemployment, underemployment, and insufficient education or skills. The education and skill deficiencies make it more challenging to compete and progress economically in the jobs market.

To respond to the COVID-19 exacerbated education and skills deficiency, Lee County Economic Development Office will sponsor a Workforce Training and Certification Grant (Micro and Rapid Credentialing) project to provide a work-readiness program, various in-demand workforce training and certifications, as well as funding for local employers to pay for internships and on-the-job-training. These opportunities will be made available to residents with workforce training and certification needs based on ARPA eligibility. The workforce training providers participating as project subrecipients have been selected because they offer affordable, accelerated options for training and certification completions desired by the local workforce.

The SUBRECIPIENT will create a list of classes that meet the demands of the workforce, as well as offer an affordable accelerated option for completion. The SUBRECIPIENT will offer adult learners the opportunity for paid tuition of these eligible classes. The SUBRECIPIENT will manage the requests for tuition by participants, approval of the funding (based on budget availability), and the payments for the participants classes. Funds under this agreement will be used primary for class tuition.

## **II. Eligible Activities**

### **A. Expense Category**

Project(s) direct services must follow the restrictions from U.S Treasury rules and fit within the ARPA expense categories: **2.7 Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)\* ^**

\* Denotes areas where recipients must identify the amount of the total funds that are allocated to evidence-based interventions.

^ Denotes areas where recipients must report on whether projects are primarily serving disadvantaged communities.

### **B. Back-up Project Eligible Use Justification:**

31 CFR 35.6(b)(3)(ii)(A)(8) Final Rule p. 419

**(ii) Responding to the negative economic impacts of the public health emergency for purposes including:**

**(A) Assistance to households and individuals, including:**

**(8) Assistance for individuals who want and are available for work, including those who are unemployed, have looked for work sometime in the past 12 months, who are employed part time but who want and are available for full-time work, or who are employed but seeking a position with greater opportunities for economic advancement;**

See also p. 116 of the Final Rule, which states:

*Assistance to Unemployed and Underemployed Workers*

The interim final rule included assistance to unemployed workers as an enumerated eligible use, including “services like job training to accelerate rehiring of unemployed workers.” Treasury provided further guidance, based on recipient questions after the interim final rule, that eligible uses under this section also include “other efforts to accelerate rehiring and thus reduce unemployment, such as childcare assistance, assistance with transportation to and from a jobsite or interview, and incentives for newly employed workers[,]” as well as assistance to unemployed workers seeking to start small businesses. Finally, further guidance also provided that “public jobs programs, subsidized employment, combined education and on-the-job training programs, or job training to accelerate rehiring or address negative economic or public health impacts experienced due to a worker’s occupation or level of training” are all enumerated eligible uses as assistance to unemployed or underemployed workers.

See also p. 117 of the Final Rule, which states:

Treasury is maintaining this eligible use in the final rule, including the enumerated eligible services in the interim final rule and subsequent guidance. Treasury is also confirming that job fairs or grants to businesses to hire underserved workers are eligible uses under this section.

See also p. 118 of the Final Rule, which states:

In addition, recognizing that the pandemic has generated broad workforce disruption, in the final rule, Treasury is making clear that recipients may provide job training or other enumerated types of assistance to individuals that are currently employed but are seeking to move to a job that provides better opportunities for economic advancement, such as higher wages or more opportunities for career advancement.

See also p. 218 of the Final Rule, which states:

To identify an eligible use of funds under this category, a recipient must identify a beneficiary or class of beneficiaries that experienced a harm or impact due to the pandemic, and eligible uses of funds must be reasonably designed to respond to the harm, benefit the beneficiaries that experienced it, and be related and reasonably proportional to that harm or impact.

See also p. 80 of the Final Rule, which states:

This section addresses each of these enumerated eligible uses in turn, with the exception of job training, which has been re-categorized for increased clarity to the eligible use for “assistance to unemployed and underemployed workers.”



### **C. Course Specific Menu of Services:**

**NOTE: The course list may be modified through the life of the agreement with approval from COUNTY.**

#### **Proposed Short-Term Micro-credential programs at Florida Gulf Coast University**

##### **1. The IBM Skills Academy at FGCU**

The IBM Skills Academy is a skills-oriented training program that provides participants with necessary skills to excel in current, high-demand technologies. The programs serve a large variety of audiences from high school students through practicing professionals looking to upskill and reskill. Additionally, this program provides opportunities to partner and collaborate with the five area school districts, technical colleges, state college, and private organizations and institutions of higher education. Individuals who have basic information technology literacy skills can select from four levels of IBM Skills Academy certification (as defined by IBM) to include:

- Foundational Courses- Level I
- Intermediate Courses- Level II
- Advanced Courses- Level III
- Practitioner Industry Certification- Level IV

##### **2. Senior Care Partner Micro-credential and Digital Badge**

Florida Gulf Coast University is creating a Senior Care Partner workforce development program to train both clinicians and non-clinicians to become geriatric case managers. Using the competencies developed in the program, these Senior Care Partners will assist seniors to age in place to avoid placement in assisted living centers.

A Senior Care Partner will be accountable for case managing 50-200 medium risk patients, using a panel of 5-20 employed or contracted community health workers and other personnel. The Senior Care Partner will manage intake/assessment, care planning, service delivery, and monitoring. Where plans are not meeting needs/expectations Senior Care Partners will manage remediation or transition.

The FGCU Care Partner curriculum includes four modules plus a practicum:

- Clinical Services
- Community Based Services
- Technology
- Management

##### **3. Emergency Preparedness and Management Micro-credential and Digital Badge**

FGCU leaders met with regional emergency management specialists and health officers to review competencies and skills desired for emerging professionals in first-responder, healthcare, and social support roles. FGCU faculty will partner with the Florida Emergency Preparedness Association, Federal Emergency Management Agency, and the International Associate of Emergency Managers along with non-profit community organizations such as the Red Cross to refine and deliver this micro-credential. Topics covered include use of Global Information Systems, recovery coordination, project management, strategy, leadership, collaboration, and coping with difficult situations through critical incidents.

##### **4. Medical Device Industry Micro-credential and Digital Badge**

Through an innovative partnership with Arthrex, FGCU began to offer students a new course that provides insight into the medical device industry. Students from all disciplines are eligible for this course that familiarizes them with the fundamentals of the medical device industry. This elective course is open to all majors, and designed by FGCU faculty and Arthrex experts

to deliver fundamental knowledge of the medical device industry as well as specific competencies. Upon passing the course successfully, students apply their knowledge in a comprehensive case study and then have an opportunity to earn a digital skills badge to demonstrate entry level knowledge-based competencies in medical device industry. Students who successfully complete this micro-credential are guaranteed an interview with Arthrex.

#### **5. Professional Sales Micro-credential and Digital Badge**

FGCU Lutgert College of Business faculty partnered with leaders from Gartner to develop competencies, knowledge, and skills desired for students entering the professional sales domain. This micro-credential, under development, combines professional sales course completion along with a culminating experience whereby FGCU participants are measured against Gartner-defined competencies and principles. Participants are exposed to Gartner's 3 E's structure combining experience, exposure and education. Students are introduced to important business, information technology and sales acumen, participate in mock traits interviews with Gartner representatives, and display their acquired knowledge through presentations, case studies, and competitions. Students enroll in a series of two undergraduate courses offered through the Department of Marketing and open to all students with an interest in professional selling.

#### **6. Digital Marketing Micro-credential and Digital Badge**

Close to 90% of businesses located in Southwest Florida represent small businesses. These businesses do not tend to have the capacity to hire marketing executives or specialists. However, it is critical for small business owners to understand marketing strategies and opportunities to remain successful and competitive within the region. FGCU faculty have partnered with key representatives from industry to include the former President of Gannett, a modern media company focused on empowerment of the communities they serve, chief executives from Naples Daily News, the Florida Press, and other regional networks. This Micro-credential and Digital Badge program will educate key small business decision makers about the capabilities of digital marketing and to understand proposals and digital marketing strategies to expand the reach of their business.

#### **7. Construction Management Micro-credential**

The Construction Management program is geared to those who are looking to advance their knowledge and understanding of the basic elements and skill sets required by a Professional Construction Manager. The certificate will benefit those currently working in construction as a craftsperson who want to learn skills necessary to move into the management side. It also provides an opportunity for those currently working in a construction office without specific training or degrees, the option to further refine their skill sets related to Professional Construction Management. This program was developed by FGCU Whitaker College of Engineering faculty who collaborated with a number of regional construction industry partners.

## **ATTACHMENT B: SCOPE OF WORK**

Description of the SUBRECIPIENT's and the COUNTY's task, deliverables, timelines, and milestones. Additional United States Treasury scope requirements may be identified and required after the execution of this agreement.

### **1. Task: Project Planning**

The project plan shall include an explanation of the plan components below. As necessary, copies of corresponding document for the components should be provided. Example: Provide a copy of the relevant policy and procedure.

#### **Components:**

- Evidence-based Documentation;
- Equity-based Documentation;
- Program Policy and Procedures;
- Staffing Plan that includes a list of key staff, qualifications and special qualification requirements.

### **2. Task: Project Budget**

The SUBRECIPIENT will maintain a Project Budget and Financial Accounting System. The SUBRECIPIENT will develop and maintain a project budget summary that shows annual and quarterly proposed obligated and actual expenses.

#### **Deliverables:**

Annual and Quarterly Project Budget Updates  
Monthly Expense Worksheet updates to COUNTY

### **3. Task: Payment Drawdown Requests**

As necessary, the SUBRECIPIENT, will issue to the COUNTY Payment Drawdown Request.

Proof of compliance must be included with back-up/supporting documentation.

The Payment Request must be submitted with an **authorized** signature.

SUBRECIPIENTS are responsible for ensuring that any procurement using CSLFRF funds, or payments under procurement contracts using such funds are consistent with the procurement standards set forth in the Uniform Guidance at 2 CFR 200.317 through 2 CFR 200.327, and Appendix II to Part 200, as applicable.

#### **Deliverables:**

Payment drawdown requests and supporting documents

### **4. Task: Expense Tracking and supporting documents**

The SUBRECIPIENT will utilize a financial accounting system for tracking project expenditures. The accounting system should demonstrate compliance for grant expense tracking. After the first drawdown, all payment requests will include expense tracking to document how the award dollars were allocated.

**Deliverables:**

Records of expenses and supporting documents

**5. Task: Project Planning/Course Schedule**

The SUBRECIPIENT will develop a schedule for the grant project. This schedule should provide details for the course offerings to include: course name, course description, application dates and associated timeframes, class start and end dates, and the result (e.g. credential, badge, credit, certification), etc.

**Deliverables:**

- Project Schedule of Course Offerings
- Identification of additional programs to meet industry and workforce needs

**6. Task: Implement a marketing and recruitment plan for the project.**

Plan should include instructions related to: the course options and class application process, tuition application process, eligibility, required documentation, due dates.

**Deliverable:**

Marketing and Recruitment Plan

**7. Task: Program Policy and Procedures; Approvals for Tuition**

The SUBRECIPIENT will document and implement a process for receiving and confirming the receipt class tuition requests under the Workforce Training and Certification Grant (Micro and Rapid Credentialing). In addition, the SUBRECIPIENT will provide applicants with a means to know where their application is in the review process (e.g. contact information).

As budgeted funding is available the SUBRECIPIENT will provide notice to the qualifying applicants if they have received a class tuition from the Workforce Training and Certification Grant (Micro and Rapid Credentialing).

The SUBRECIPIENT will manage the timely distribution of the funds toward the payment of the class so that no student is penalized for the balance.

**Deliverable:**

- Policy and procedure for tuition approval
- Notification template
- Records of applications
- Report of award distribution
- Report of all participants and applied payments

**8. Task: Project Monitoring**

- a. The SUBRECIPIENT shall cooperate with the COUNTY's monitoring of the Grant project by making the necessary staff and project records available.
- b. The SUBRECIPIENT shall make the COUNTY aware of any project deemed at-risk of non-performance or non-compliance.

- c. When a project is deemed non-performing or incapable of expending its grant allocations as specified in its Subrecipient agreement, the SUBRECIPIENT may ask the COUNTY to repurpose the funds.

**Deliverables:**

Cooperation with monitoring

**9. Task: Ensure Project Data Collection and Reporting**

The SUBRECIPIENT will document its data collection and reporting methodology for the project. The SUBRECIPIENT will collect, compile, and report the project information in ATTACHMENT D to the COUNTY, including project performance, expenses, equity data, and learning data if applicable.

In addition, the COUNTY may ask the SUBRECIPIENT to collect other data as Treasury clarifies reporting and compliance requirements. The example required reports are listed in ATTACHMENT D – Reporting Requirements.

**Deliverables:**

SUBRECIPIENT'S Monthly Reports (Quarterly and Annual as required)

**10. Task: Project Closeout**

SUBRECIPIENT will comply with all closeout procedures of the awards, to include full compliance with the agreement terms and conditions, ARPA, CSLFRF rule and guidance, and 2 CFR 200. Key tasks will be closeout communications, confirmation for maintenance of records and financial documents, receipt of all final reimbursement requests or payment requests, receipt of all financial reports and performance reports, fulfillment of any requests to reconcile reports and payment requests.

**Deliverables:**

- Submittal of all performance and financial reports and records as required
- Plan for records retention

## ATTACHMENT C: Project Budget and Expenses Worksheet

Use the template below to provide a projected project budget to execute your project. The same template should be used for reporting obligations and expended funds. Budget should be submitted as a spreadsheet document.

If a project cost overrun is identified, the SUBRECIPIENT must receive approval from the County before additional costs are incurred.

Budget Category	Description	Projected Cost	Obligated Exp.	Expended Exp.	Balance
Budget Date: From Award – December 31, 2022					
<b>Project Specific Revenue</b>					
Grants from Government	American Rescue Plan	304,600			
<b>Total Income</b>		<b>304,600</b>			
<b>Expenses</b>					
Salaries					
Employee Benefits					
Insurance (non-personnel)					
Payroll Taxes					
Professional Fees					
Supplies					
Telephone/Internet					
Postage & Shipping					
Occupancy (Building, Grounds)					
Equipment, Technology & Maintenance					
Printing, Publications, Marketing					
Travel/Transportation					
Training and Development					
Conferences & Meetings					
Assistance paid-out for Individuals/Organizations					
Organization Dues Paid, Professional Services					
Awards & Grants Paid-out	Based on estimates for participation in eligible program work. See exhibit 1.	304,600			
Miscellaneous Expenses					
<b>Total Expense Award – December 31, 2022</b>		<b>304,600</b>			

Budget Category	Description	Projected Cost	Obligated Exp.	Expended Exp.	Balance
Budget Date: January 1, 2023 – December 31, 2023					
<b>Project Specific Revenue</b>					
Grants from Government	American Rescue Plan	490,230			
<b>Total Income</b>		<b>490,230</b>			
<b>Expenses</b>					
Salaries					

Employee Benefits					
Insurance (non-personnel)					
Payroll Taxes					
Professional Fees					
Supplies					
Telephone/Internet					
Postage & Shipping					
Occupancy (Building, Grounds)					
Equipment, Technology & Maintenance					
Printing, Publications, Marketing					
Travel/Transportation					
Training and Development					
Conferences & Meetings					
Assistance paid-out for Individuals/Organizations					
Organization Dues Paid, Professional Services					
Awards & Grants Paid-out	Based on estimates for participation in eligible program work. See exhibit 1.	490,230			
Miscellaneous Expenses					
<b>Total Expense January 1, 2023 – December 31, 2023</b>		<b>490,230</b>			

Budget Category	Description	Projected Cost	Obligated Exp.	Expended Exp.	Balance
<b>Budget Date:</b> January 1, 2024 – December 31, 2024					
<b>Grants from Government</b>	American Rescue Plan	205,170			
<b>Total Income</b>		205,170			
<b>Expenses</b>					
Salaries					
Employee Benefits					
Insurance (non-personnel)					
Payroll Taxes					
Professional Fees					
Supplies					
Telephone/Internet					
Postage & Shipping					
Occupancy (Building, Grounds)					
Equipment, Technology & Maintenance					
Printing, Publications, Marketing					
Travel/Transportation					
Training and Development					
Conferences & Meetings					

<b>Assistance paid-out for Individuals/Organizations</b>					
<b>Organization Dues Paid, Professional Services</b>					
<b>Awards &amp; Grants Paid-out</b>	Based on estimates for participation in eligible program work. See exhibit 1.	<b>205,170</b>			
<b>Miscellaneous Expenses</b>					
<b>Total Expense January 1, 2024 – December 31, 2024</b>		<b>205,170</b>			

<b>Total Income</b>	American Rescue Plan	<b>1,000,000</b>			
<b>Total Expenses</b>		<b>1,000,000</b>			
<b>Surplus/Deficit</b>		<b>0</b>			



### Exhibit 1: Estimates for Program Participation

<i>Programs may be adjusted to meet student and industry needs</i>	<b>Course Costs</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>Program Component- IBM Practitioner Level</b>				
Course Count		4	8	5
~Participant Count	25	100	200	125
\$590 per participant to be covered by the grant				
<b>Total Estimated Cost to Deliver</b>	<b>\$14,750</b>	<b>\$59,000</b>	<b>\$118,000</b>	<b>\$73,750</b>
<b>Program Component- IBM Intermediate and Advanced Levels (per course)</b>				
Course Count		8	16	13
~Participant Count	25	200	400	325
\$312 per participant to be covered by the grant				
<b>Total Estimated Cost to Deliver</b>	<b>\$7,800</b>	<b>\$62,400</b>	<b>\$124,800</b>	<b>\$101,400</b>
<b>Senior Care Partner Micro-credential and Digital Badge</b>				
Course Count		1	2	0
~Participant Count	15	15	30	0
\$1620 per participant to be covered by the grant				
<b>Total Estimated Cost to Deliver</b>	<b>\$24,300</b>	<b>\$34,955 *</b>	<b>\$48,600</b>	<b>\$0</b>
<b>Emergency Preparedness and Management Micro-credential and Digital Badge</b>				
Course Count		1	2	1
~Participant Count	35	35	70	35
\$858 per participant to be covered by the grant				
<b>Total Estimated Cost to Deliver</b>	<b>\$30,020</b>	<b>\$30,020</b>	<b>\$60,040</b>	<b>\$30,020</b>
<b>Medical Device Industry Micro-credential and Digital Badge</b>				
Course Count		1	2	0
~Participant Count	35	35	70	0
\$858 per participant to be covered by the grant				
<b>Total Estimated Cost to Deliver</b>	<b>\$30,020</b>	<b>\$30,020</b>	<b>\$60,040</b>	<b>\$0</b>
<b>Professional Sales Micro-credential and Digital Badge</b>				
Course Count		1	1	0
~Participant Count	25	25	25	0
\$1470 per participant to be covered by the grant				
<b>Total Estimated Cost to Deliver</b>	<b>\$36,750</b>	<b>\$36,750</b>	<b>\$36,750</b>	<b>\$0</b>
<b>Construction Management Micro-credential and Digital Badge</b>				
Course Count		1	2	
~Participant Count	22	22	20	0
\$1050 per participant to be covered by the grant				
<b>Total Estimated Cost to Deliver</b>	<b>\$23,100</b>	<b>\$23,100</b>	<b>\$42,000</b>	<b>\$0</b>
<b>Digital Marketing Micro-credential and Digital Badge</b>				
Course Count		1	1	0
~Participant Count	25	25	25	0

\$708 per participant to be covered by the grant				
<b>Total Estimated Cost to Deliver</b>	<b>\$17,700</b>	<b>\$28,355*</b>	<b>\$17,700</b>	<b>\$0</b>
<b>*include curriculum development costs</b>		<b>\$304,600</b>	<b>\$490,230</b>	<b>\$205,170</b>
				<b>\$1,000,000</b>

**ATTACHMENT D: REPORTING REQUIREMENTS (Example)**

Below is an example of information that will be requested. There may be additional reporting requirements that the US Treasury requires or Lee County identifies during the project.

1. Equity: Describe how you ensure that your program is designed and implemented with equity in mind for disproportionately affected populations. Additional Information – ATTACHMENT E: EQUITY-BASED REQUIREMENT
2. Community Engagement: Describe your communication, outreach, and engagement plan to make participants and the community aware of your project.
3. Evidence Based or Evidence Producing: If the project is an **evidence-based** practice, identify the source(s), the level of evidence, and explain how this project incorporates this principle. Reporting due for SUBRECIPIENT and per Subaward Subrecipient project as applicable.

If the project is an **evidence-producing** practice, identify related source(s) of your hypothesis and state your hypothesis clearly. Outline how evidence will be collected to validate that it presents as evidence-producing.

Additional Information – ATTACHMENT F: EVIDENCE-BASED REQUIREMENT  
 See Treasury's Compliance and Reporting Guidance State and Local Fiscal Recovery Fund, <https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>

4. One-time Reporting

Organization Name
Business Type (IRS classification)
Nonprofit type (IRS classification)
IRS Determination Letter (if applicable, for nonprofits)
Tax ID #
DUNS #
SAMS ID
Address (Physical)
Address Line 2
City, State, ZIP Code
Name of Organization's Main Contact
Phone (Main contact)
Email (Main contact)
Name of Person Responsible for this project.
Phone (Project contact)
Email (Project contact)
Organization Website Url
Provide a SHORT summary of your organization's mission.
Number of employees in Lee County?
Board member roster (Required for nonprofits.)
IRS Form 990 or equivalent (Required for nonprofits.)
Statement of Profit & Loss (Most recent year ended profit & loss comparative to prior year; not the auditor's report.) (Required for nonprofits.)
Audit Report (Most recent audit if available) (Required for nonprofits)
Single Audit Report (if applicable)
Agency Budget (Your most recent year-ended profit & loss compared to budget). (Required for nonprofits).

Provide a demographics summary of service for this project for the previous year. Summary will show your organization's capability to track service by demographics and your service volumes. Summary may include # served by: geographic areas of the county, total served from Lee County, totals by age, race, ethnicity, etc. (If available for nonprofits).
Copies of your policies and practices of internal controls related to the program expenditure of program funds, record management (5-years required) (Required for nonprofits).
Attach your statement of compliance with Title VI of the Civil Rights Act of 1964.
Certificate of Insurance

1. Reporting: COUNTY will send SUBRECIPIENT a reporting link to submit required reporting each month, within 10 business days after month end. The monthly reports will collect data on project progress and performance, including expenditures against the budget worksheet as well as project performance measures.

How much of the grant has been expended during this month?
Cumulative expenditure
How much of the grant has been obligated but not expended this month?
Cumulative obligation

Reporting will begin the month following the award's first distribution.

Final close out report will be due January 10, 2025.

A. Disadvantaged Communities Summary (If applicable)

How much of the grant has been expended to serve disadvantaged communities through program or service that is provided at a physical location in a Qualified Census Tract (for multi-site projects, if a majority of sites are within Qualified Census Tract);
How much of the grant has been expended to serve disadvantaged communities through program or service where the primary intended beneficiaries live within a Qualified Census Tract;
How much of the grant has been expended to serve disadvantaged communities through program or service for which the eligibility criteria are such that the primary intended beneficiaries earn less than 60 percent of the median income for the relevant jurisdiction (e.g., State, county, metropolitan area, or other jurisdiction); or
How much of the grant has been expended to serve disadvantaged communities through program or service for which the eligibility criteria are such that over 25 percent of intended beneficiaries are below the federal poverty line.

B. Performance Success Summary

<p>Project Status: Choice</p> <ul style="list-style-type: none"> <li>• Not Started</li> <li>• Completed less than 50 percent</li> <li>• Completed 50 percent or more</li> <li>• Completed</li> </ul>
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<p>Provide a success story or summary of successes from this program that can be shared publicly. Always protect the privacy of beneficiaries.</p>
<p>Provide a report of key outputs for the past period [between ____ and ____]. Indicate baseline and goal.</p> <p>SUBRECIPIENT to provide:</p> <ul style="list-style-type: none"> <li>• <b>Number of programs available under Workforce Training and Certification Grant (Micro and Rapid Credentialing)</b></li> <li>• <b>Number of students applying for program/class tuition</b></li> <li>• <b>Number of students receiving program/class tuition</b></li> <li>• <b>Tuition amount and total participants awarded by program</b></li> </ul>
<p>Provide a report of key outcomes for the past period [between ____ and ____]. <b>Indicate baseline and goal</b></p> <ul style="list-style-type: none"> <li>• <b>Participants completing course by program</b></li> <li>• <b>Participants who improve their job prospects or financial security</b></li> </ul>
<p><b>Estimated Demographic Data:</b> Treasury encourages recipients to provide data disaggregated by race, ethnicity, gender, income, and other relevant factors. Please supply data currently collected through existing registration process. Do not provide any personally identifying information.</p>

## **ATTACHMENT E: EQUITY-BASED REQUIREMENT**

Below is an example of information that will be requested. There may be additional reporting requirements that the US Treasury requires or Lee County identifies during the project.

Equity: Describe how you ensure that your program is designed and implemented with equity in mind for disproportionately affected populations. Address the following:

- a. Goals: Are there particular historically underserved, marginalized, or adversely affected groups that you intend to serve within your jurisdiction?
- b. Awareness: How do you market the program to Lee County residents with equity in mind? How equal and practical is the ability for residents or businesses to become aware of the services funded by the SLFRF?
- c. Access and Distribution: Are there differences in levels of access to benefits and services across groups? Are there administrative requirements that result in disparities in ability to complete applications or meet eligibility criteria?
- d. Outcomes: Are intended outcomes focused on closing gaps, reaching universal levels of service, or disaggregating progress by race, ethnicity, and other equity dimensions where relevant for the policy objective?

## ATTACHMENT F: EVIDENCE-BASED REQUIREMENT

SUBRECIPIENTS must briefly describe the goals of the project, and the evidence base for the interventions funded by the project.

- a) Demonstrate that the intervention is implemented as a program evaluation, see OMB M-20-12. "Recipients are exempt from reporting on evidence-based interventions in cases where a program evaluation is being conducted. Criteria requires the recipient to:

### Required

- i. describe the evaluation design including whether it is a randomized or quasi experimental design;
- ii. state the key research questions being evaluated;
- iii. describe whether the study has sufficient statistical power to disaggregate outcomes by demographics;
- iv. post the evaluation publicly and link to the completed evaluation in the Recovery Plan;
- v. describe the timeframe for the completion of the evaluation (including a link to completed evaluation if relevant)
- vi. after sufficient evidence of efficacy has been provided, determine whether the spending for the evaluated interventions should be counted towards the dollar amount categorized as evidence-based for the relevant project
- vii. Recipient may be selected to participate in a nation evaluation which would study the project along with similar projects.

### Encouraged

- viii. Consider how a Learning Agenda, either narrowly focused on SLFRF or broadly focused on the recipient's broader policy agenda, could support their overarching evaluation efforts in order to create an evidence-building strategy for their jurisdiction. See OMB M-19-23
- b) Strong Evidence-based interventions- Is the intervention, based on a "well-designed and well-implemented experimental studies conducted on the proposed program with positive findings on one or more intended outcomes".
- i. If yes, identify the program as "Strong Evidence Based", cite the study, summarize the findings, and provide the associations to the COUNTY program.
- c) Moderate evidence-based interventions – the intervention is based on one or more quasi-experimental studies with positive findings on one or more intended outcomes OR two or more non-experimental studies with positive findings on one or more intended outcomes.
- d) Preliminary evidence – the intervention is based on conclusions drawn from a non-experimental study which demonstrates improvement in program beneficiaries over time on one or more intended outcomes OR an implementation (process evaluation) study used to learn and improve program operations would constitute preliminary evidence. Examples of research that meet the standards include: (1) outcome studies that track program beneficiaries through a service pipeline and measure beneficiaries' responses at the end of the program. (2) pre- and post-test research that determines whether beneficiaries have improved on an intended outcome.

**ATTACHMENT G: PAYMENT DRAWDOWN SCHEDULE**

<b>Workforce Training and Certification Grant (Micro and Rapid Credentialing) Fund Drawdown Milestones Schedule</b>		
	<b>Payment Request Process: Request drawdown payment with signed certification and backup for previous drawdown expenditures.</b>	
	<b>Project Milestone</b>	<b>Description of Amount</b>
I.	Subrecipient Agreement is executed by the BoCC	Budget for 2022 Expenses
II.	<p>During 2022 subrecipients should review their budget-to-actuals quarterly. If the actual expenditures exceed the 2022 planned budget, then a request may be submitted to drawdown additional funds that had been allocated for a future year.</p> <p>The SUBRECIPIENT must be up-to-date with all required reporting to the COUNTY and submit with the payment request the back-up for expense items to support proof of compliance:</p> <ul style="list-style-type: none"> <li>• Expense tracking and back-up for expenses to date</li> <li>• Updated budget</li> </ul>	Amount requested based on updated budget
III.	<p>In preparation for 2023 expenses, the SUBRECIPIENT must be up to date with all required reporting to the COUNTY and submit with the payment request the back-up for expense items to support proof of compliance:</p> <ul style="list-style-type: none"> <li>• Expense tracking and back-up for to 2022 budget lines to date</li> <li>• Updated budget (if applicable)</li> </ul>	Budget for 2023 Expenses
IV.	<p>During 2023 subrecipients should review their budget-to-actuals quarterly. If the actual expenditures exceed the 2022 planned budget, then a request may be submitted to drawdown additional funds that had been allocated for a future year.</p> <p>The SUBRECIPIENT must be up-to-date with all required reporting to the COUNTY and submit with the payment request the back-up for expense items to support proof of compliance:</p> <ul style="list-style-type: none"> <li>• Expense tracking and back-up for expenses to date</li> </ul>	Amount requested based on updated budget



	<ul style="list-style-type: none"> <li>Updated budget</li> </ul>	
V.	<p>In preparation for 2024 expenses, the SUBRECIPIENT must be up to date with all required reporting to the COUNTY and submit with the payment request the back-up for expense items to support proof of compliance:</p> <ul style="list-style-type: none"> <li>Expense tracking and back-up for to 2022 - 2023 budget lines to date</li> <li>Updated budget (if applicable)</li> </ul>	Budget for 2024 Expenses
	<b>TOTAL BUDGET</b>	<b>\$1,000,000</b>